

Voice Over PowerPoint for Windows Guide

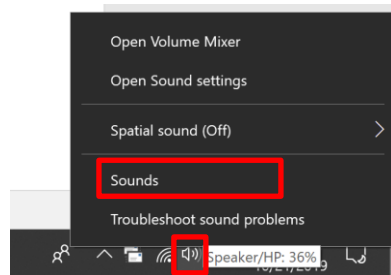
Why Record Your Presentation

Voice Over PowerPoint allows you to record voice narration on your PowerPoint lecture content. This is ideal for a presentation that will run on the web or a self-running slide show.

Before You Begin, Prepare the Setup

Before you begin, make sure the setup is prepared:

1. You'll need a microphone attached to, or built into, your computer. Test the microphone to make sure it is working. Set the sound level so your audio is easy to hear. To do that:
 - a. **Right-click on the speakers icon** found at the lower right corner of your desktop



- b. Choose **Sound Settings** or **Recording devices** (depends on your windows type).
A pop up window will open
 - c. **Under the Recording tab**> You can view all microphones available on your computer
Disable the microphones you will not be using and keep the microphone you will be using enabled
Try to **say something** or **tap** on your computer and you'll see the levels besides your **microphone name light up in green**. This means you are ok to record
 - d. When done setting up your recording microphone, select the Playback tab
Under the Playback tab> You can view all playback devices available on your computer
Disable the ones you will not be using and keep the one you will be using enabled
To test if you can hear your audio, **right-click** on the playback device and select **Test**
You will **hear few ringtones**. This means that you can hear what you will record
2. Prepare yourself for the narration. Write a script you can follow while recording the voiceover. Practice the presentation a couple of times so your voiceover will sound smooth
 3. Make sure you are in a quiet area

4. Make sure your PowerPoint file is saved as the latest version of PPT in the format **.pptx** (and NOT as PPT 97-2003)
5. Test one slide before you record the entire presentation. As soon as you finish your first slide recording, save your file, open it again and play it back to make sure it looks the way you expect, and that it is technically working well

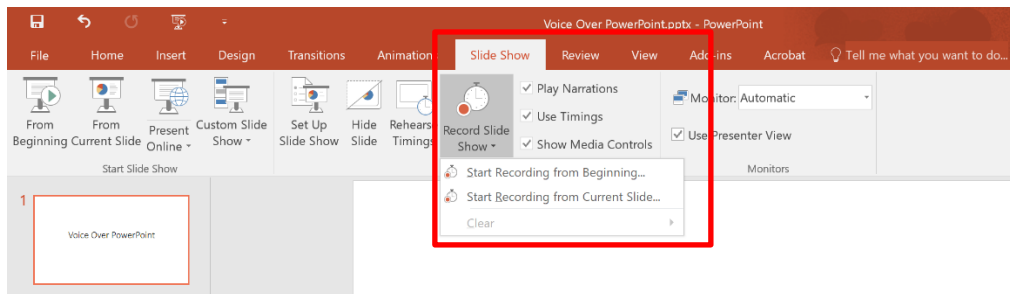
Important Note: Before you start recording, it is recommended that you divide your PowerPoint file into smaller PowerPoint chunks of 10 slides each.

This makes the size of the recorded files smaller, which in turn makes it easier for you to upload to Moodle and easier for the students to download.

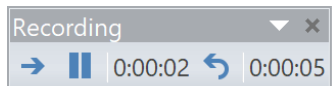
It is also best practice that each recorded chunk do not exceed 20 minutes of lecturing time.

How to Record Your Presentation

- To record a narration, you have to click on a slide and go to **Slide Show** tab > **Set up** group > **Record Slide show**

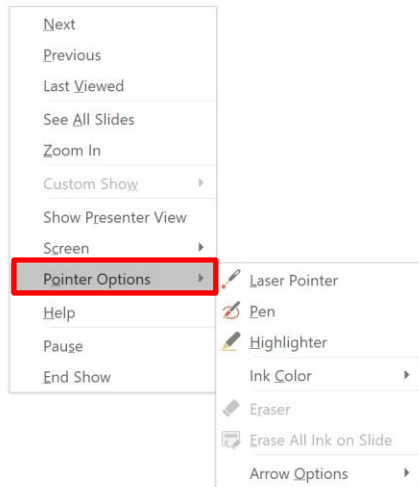


- Choose **Start Recording From Beginning** or **Start Recording From Current Slide (For slide by slide recording)**
- A **Record Slide Show** dialog box opens. Keep the two items checked. And click on **Start Recording**
- Now speak into the microphone to record the narration for that slide. To display the next slide, click the mouse or press the **Spacebar** or use the **arrow**
- While recording, a small recording box will be appearing in the upper left corner of the screen. It contains few control buttons as illustrated below:



- Next: To jump to next slide
- Pause: To pause the recording
(To pause recording at any time, you can also right-click anywhere on the slide and choose to **Pause Narration** from the menu. To resume recording, choose to **Resume Narration** from the same menu.)
- Current Timing: This is the timing you are spending on the current slide
- Replay: This button is used to repeat recording your current slide

- Overall Timing: This second timing is the total time spent on the overall presentation so far. If you choose to repeat recording on a certain slide, the Current Timing will go back to Zero, and the Overall Timing will go back to what it was before recording the current slide
- To use ink, eraser, or the laser pointer in your recording, right-click the slide, click Pointer options, and pick your tool



- When you finish the slide show, click on **Esc** or just close the small toolbar. A dialog box appears, stating that the narrations have been saved with each slide
- A small audio icon will now appear in the lower-right corner of the recorded slides, indicating that the slide has an audio over it

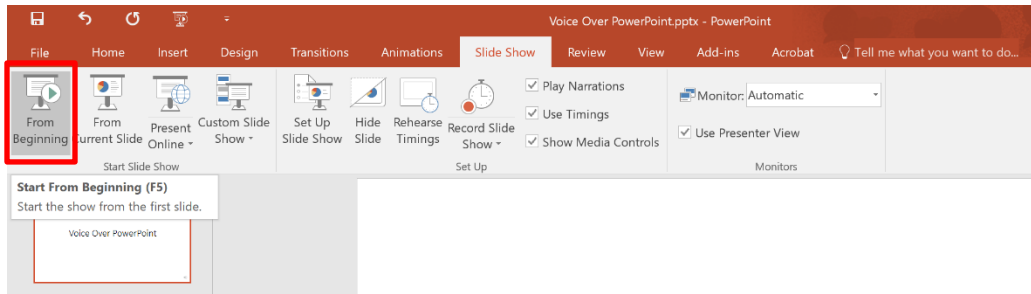
If made a mistake while recording a certain slide and you wish to re-record it:

- To delete the wrong audio:
Click on the slide with the incorrect audio > **Slide Show** tab > **Set up** group > click the **drop down menu of the Record Slide show** button > **Clear** > choose **Clear Timing on Current Slide & Clear Narration on Current Slide**
- To re-record on the slide:
Click on the slide > **Slide Show** tab > **Set up** group > **Record Slide show** > **Start Recording From Current Slide**
- When done, make sure to click **Esc** and that you do not go to the next slide so you don't lose what you recorded on the one after

Or to avoid losing anything, insert a blank slide after the slide that you want to re-record. Record it, and then click Esc. If you accidentally move to the next slide now, it will be the blank one, and you will not lose any narration. When you are done, you can delete the blank slide.

Preview the Recorded Presentation

- To preview the narration you added to a slide click on the Slide Show icon on the lower right corner of the screen. Or On the **Slide Show** tab, click **From Beginning** or From Current Slide



- During playback, your animations, inking actions, laser pointer, and audio play in sync

Save your Recorded Presentation

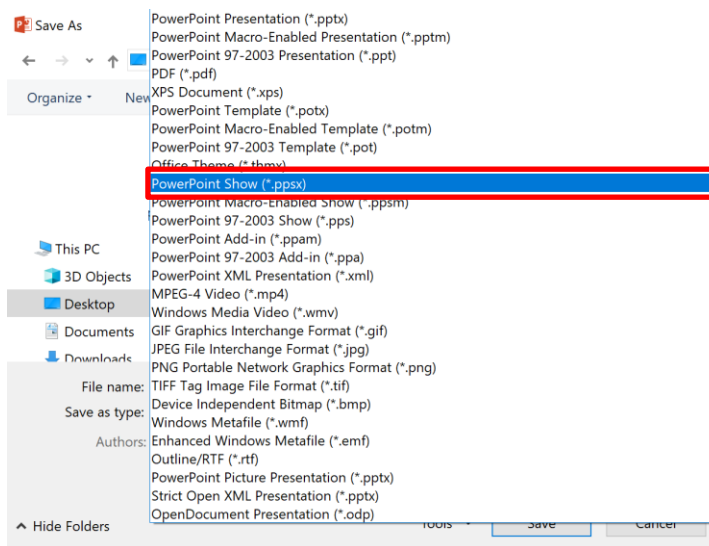
When you are done recording, click on **Save as** and name the file: *Lecture Name* to save your work locally. This is the file you will refer to in case you want to make any changes to your audio in the future.

Make sure the format is still **.pptx**

Note: It is recommended that you keep on saving your work as you go

You have two options to display the file to your students: As a Slide show or Video

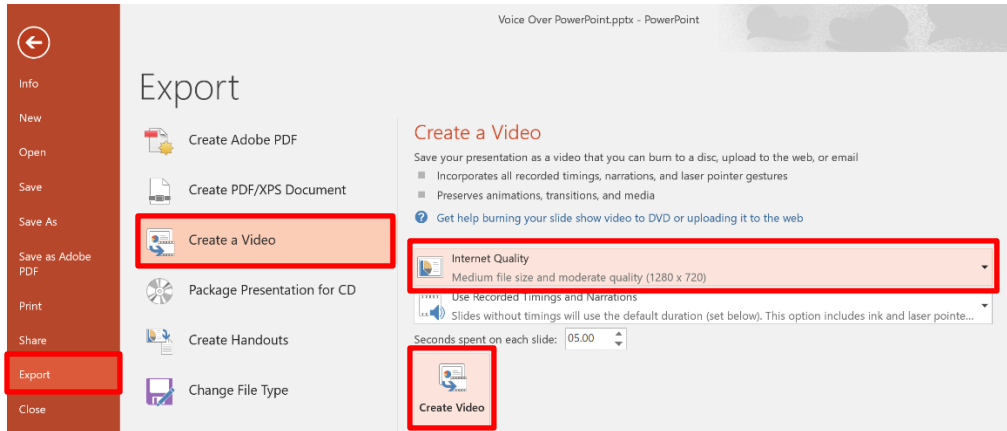
1. To save a Slide show:
 - a. **File > Save as >** Choose the folder in which you want to save
 - b. From the **Save as Type** drop down menu > Choose **PowerPoint Show .ppsx**



- c. Click Save
- d. The output will be a slide show file that you can upload on Moodle

2. To save as a Video:

- a. Export as video by clicking on **File > Export > Create a Video** > Keep the settings as is (Computer and HD displays) or click the drop down menu and change it to **Internet and DVD** in case your PowerPoint file is large > **Create Video**



- b. The Save pop up window will open. **Name it** as the *“Lecture Name Video”*
Choose the **Folder** in which you want to save
- c. Click Save. The video will take few minutes to render
- d. The output will be an .mp4 video file that you can upload on Moodle